Trainer Applicant Approval Checklist

Washington State Department of Early Learning

Professional Development Pathways

Prior to submitting your completed application to the Department of Early Learning (DEL), please make sure that you have completed the items below. If you have any questions, please email the Professional Development team at training@del.wa.gov for further guidance.

☐	**Applicant Registration Form**	Please be sure that you have completed the Applicant Registration form and emailed it to DEL at training@del.wa.gov
☐	**Core Competency Demonstration Form**	Please be sure that you have completed and emailed the Core Competency Demonstration form.
☐	**Resume**	Please email a copy of your most current resume or curriculum vitae to training@del.wa.gov. Please include two references we can contact who have observed you training or have been part of your training.
☐	**Trainer Modules**	The nine trainer modules were created with state-approved trainers in mind. They teach fundamental skills that your observer will look for during your observation. We recommend that you complete these modules prior to your observation; however, you have up to six months after becoming approved to complete the modules. They can be found here: http://deltraining.com/.
☐	**My Education Application**	Prior to being approved, we ask that you please complete the "My Education" application in MERIT. By completing the "My Education" application, you could qualify for an education award. Please refer to the *Five Easy Steps* for more information: http://www.del.wa.gov/publications/PD/docs/FiveEasyStepsEnglish.pdf or email the MERIT Support team at merit@del.wa.gov.